

File

THE CLEVELAND MUSEUM OF ART

Department of Education

ANNUAL REPORT

INDEX

1943

1. Report of Thomas Munro, Curator
- X 2. Report of Louise M. Dunn, Associate Curator
3. (3a and 3B) - Reports of Katharine Gibson Wicks
4. Report of Ann V. Horton
- X 5. Report of Milton S. Fox
- X 6. (6a and 6b) - Reports of Dorothea Doig
7. Report of Ruth F. Ruggles
8. Report of Marguerite Munger
9. Report of Margaret Fairbanks Marcus
- X 10. Report of Gertrude Hornung
11. Detailed Attendance Sheet, 1943
12. Publications

Van L.

File
December 31, 1943

To: Director
From: Thomas Munro, Curator of Education
Subject: Annual Report for 1943

The past year, and especially the fall term (not yet ended) have been the most difficult for the Department of Education in many years. This is doubtless understandable as due largely to the war, which has made it hard to retain personnel, and also turned public interest away from studies of art. But it is well to take a realistic view of the situation, rather than to hand in a perfunctory, optimistic report. In the depths of depression, staff were glad to work here for what we could afford to pay; the public was glad to come to our free events. Now the staff turnover is enormous, with changes every week. Crowds are not in the mood for serious lectures or courses. Attendance is small, even for the best out-of-town speakers. We must apparently be content with holding the machinery together for the duration, and not expect growth or general improvement.

The personnel problem has been aggravated by the illness of some of our key people, such as Mrs. Wicks and Mrs. Van Loosen. During the early part of the year Mr. Fox gave most of his time to defense work. Mrs. Dunn has again performed miracles throughout the year in finding replacements for teaching and office work, within the limits of her budget. But the constant change and threat of change has built up an atmosphere of anxiety and tension, not favorable to good work.

In the Saturday morning and afternoon classes, especially, staff changes have been so frequent that we have almost had to abandon our weekly discussions of teaching methods and Museum collections, and do

nothing but straighten out matters of scheduling and materials for new teachers. Naturally, all ideals of a coordinated program, adaptation to age-levels, balance between creation and appreciation, etc., have gone by the boards. Mrs. Wicks has shown lesson plans from previous years, but on the whole each teacher must shift for herself as best she can, and keep the children busy somehow. The increased enrollment this fall, which would ordinarily have been welcomed, has aggravated the difficulty by overcrowding rooms, making ventilation worse than usual, and requiring frequent splits and rearrangements of classes. Had it not been for the presence of a few veteran teachers, such as Mrs. Wike, Mrs. Myers, Mrs. Stitt, Mr. Vollman, of some excellent new ones such as Mrs. Eynon, Mr. Day, and Mr. Scherer, and of volunteer helpers from the private schools, there would have been real confusion.

Work with schools has suffered also: from the discontinuance of Shaker Heights visits, changes in our staff for Cleveland Heights, personal difficulties in the Cleveland Public School group, excessive time spent on radio lessons, etc. Mrs. Ruggles's division of circulating exhibits was dealt a serious blow by Mr. Alvarez's departure, and she has had no adequate help since. She succeeds remarkably in filling basic demands for exhibits in schools, but is not strong enough to do all the transportation involved. Work with Western Reserve men students has been prevented by the almost complete sacrifice of liberal to military courses there. Exchange of services with the Art School was broken off, as a result of the School's reorganization and economy program. The cessation of the Carnegie and G.E.B. grants for research has been welcome in some ways, as simplifying life under unfavorable conditions. But many of us miss the atmosphere of constructive experiment which they made possible, and hope this sort of work can again be undertaken some day.

From the standpoint of statistics, both in totals and main categories, the work of the department does not seem to have been declining in the past year. In some categories, it has risen. But real gains and losses are not to be figured on this basis. In terms of morale and of the quality of work being done, this has been on the whole a year of retrogression rather than of progress. This is in no sense the fault of the regular teaching or administrative staff. Unsettled conditions and the need of helping new, inexperienced assistants to find their way around the Museum have simply spread their efforts too thin, and prevented them from continuous study and planning. Unrest has also been caused by the low Museum standard of living in terms of salary, vacations and retirement provisions, by comparison with those for school teachers, factory and office workers outside the Museum today. The Educational Department and the Museum as a whole are of course not alone in feeling these repercussions of the war, which has had a disastrous effect on liberal education and cultural activities in general.

There are many bright spots, and the picture is by no means all black or even gray. I will list a few of these, and more details about them can be found in the accompanying reports from various sections of the Department.

1. On the administrative side, we can again feel pride in Mrs. Dunn's ability to keep a staff together and functioning, in spite of all difficulties. Under Mrs. Brown's management, the Educational Office runs as smoothly as possible. With little assistance, she attends to an enormous mass of details, and helps to calm the atmosphere with her common sense and fairness. When Mrs. Kettler returned, we thought the office problem had been settled once and for all; but this happy state was short-lived. Miss Myer, my own secretary, is more than satisfactory.

2. The loyalty and competence of our small staff of regular teachers through this trying period has been most encouraging. Mrs. Wicks and Mrs. Van Loosen were with us a large part of the year. Miss Harding has been ver-

satile and capable in many different jobs. Mrs. Myers is an excellent manager as well as teacher, and Mrs. Dorflinger has made herself increasingly valuable as she gains confidence and experience. Mrs. Wike and Mrs. Bates are extremely helpful when they can be here, and we wish they could spare us more time.

3. We were encouraged by the renewed grants from the Cleveland Foundation and the Wise Fund, expressing confidence in the value of our educational work in the present emergency. We can rightly claim to be making an important social contribution along recreational lines, by keeping so many children profitably occupied most of the day each Saturday. From the community point of view, this helps to make up for the decline in our work along more advanced, scholarly lines.

4. The Summer Outdoor Classes, under Mrs. Van Loozen, were not only well attended but excellent in quality. They showed what could be accomplished, even under war conditions, by a picked and experienced group of Museum teachers, with continuity from week to week. The resulting exhibition of drawings, shown in the Educational Corridor during the fall, was the best exhibition of children's art I have ever seen from the standpoint of organization and interpretation. There were some excellent drawings; but the main value of the show for visitors lay in the labels, which explained the specific problem, source materials, ^{and} conditions of work, as well as age of child, etc., in each case. These were of considerable value to our Saturday teachers in the fall.

5. Mr. Fox's work on camouflage in the spring, and on special exhibitions in the fall, was distinctive and original. His experiments on smoke, his pamphlets and lectures on military subjects, attracted wide attention in and out of Cleveland. His three "Exhibitions of the Month," on Lawrence, the Christmas story, and El Greco, marked a new departure for the Educational

Department in the use of display techniques for purposes of instruction. In spite of the delays and confusions involved in getting these first three exhibits ready, I feel that they were well worth while, and hope that they can be followed up by Mr. Fox or someone else.

6. Movies are perennially successful in audience appeal, and we never need worry about statistics when we use them. Crowds have been less tremendous than when we started showing movies, but are always considerable. Many fine films were shown this year, and they are appreciated in the city. I have heard grateful references to them by a number of P.T.A. officials, social workers, and Museum members. Mr. Fox and Miss Harding have done useful work in cataloguing and evaluating available films on various subjects, with information on where they can be secured.

7. There has been a marked rise in Museum contacts with adult groups, especially clubs, through the efforts of Mrs. Hornung and Mrs. Munger. The former has specialized on groups meeting outside the Museum; the latter on those meeting inside; but all contribute to bringing people here. Mrs. Hornung has made a thorough and systematic appraisal of the types of organization within the Cleveland community, which the Museum should reach; also of the types of subject in which they are or may be interested. Progress has been made in coordinating the work of Mrs. Munger and Mrs. Hornung with the volunteer speakers' bureau under the Junior Council. However, the Council is less active now than formerly, and volunteer speakers are not to be counted on except in emergency; even then, only for short, non-technical talks.

8. The plan inaugurated this year of having someone in the galleries on Sundays to give information has been found successful, and will be continued. The service is now called "Gallery Information Service," rather than "Hostessing." Some individuals are well suited for giving this ser-

vice, others not at all. Those who are suited are able to give much informal guidance and information. They are asked not only about the Museum collections and events but about what is going on all over the city. Again, Mrs. Hermann has made a detailed study and recommendation as to what can be done along this line.

9. Since many of our courses for adult members have been scantily attended, it was pleasant to find one that was not. Miss Higgins's course on arts and crafts attracted a capacity membership of about thirty, and could have been enlarged indefinitely. About half the students were interested in photography, the other half in ceramics. The decision was made to split it in two for the spring term: one course on each; ceramics by Mr. Mosgo. There is always a demand for good courses involving some hand work, and development is limited only by the resources of staff, building, and equipment. The courses on Saturday mornings by Miss Doig, Mrs. Munger and Mr. Frary are also fairly popular with members, and the Sunday radio-phonograph program attracts a shifting, miscellaneous audience. Miss Horton has a steady following of teachers for her courses. Mrs. Marcus's courses vary in attendance, but are always scholarly and original in material and viewpoint. We are glad to have them on our list, even when the class is small. She has been going ahead with her studies of Latin America and the Orient, and has brought occasional classes in art history from Mather College.

10. Staff meetings on Mondays and Saturdays, when not taken up with administrative difficulties, have been unusually worth while. Members of other departments (including the Director) have been generous in preparing talks in their respective fields. Educational staff members have done special research for these meetings, and have shared their knowledge with others. The policy of concentrating on single Museum objects or small groups of objects has prevented the talks from becoming too general. Recording the

notes on Educational Index Cards is slowly building up a file of permanent value.

11. Many of the staff are active in writing and in organizations which supplement the work of the Museum in various ways. A list of staff publications during the year is appended. The report by Mrs. Lark-Horowitz and myself on "Children's Art Abilities" may be specially mentioned as summing up our researches under the G.E.B. grant in this field. It was published during the summer in the Journal of Experimental Education. A book written by Mrs. Lydia Fowel, with Foreword and Conclusions by me, sums up our G.E.B. experiment on lending visual materials to secondary schools. It is called "The Art Museum Comes to the School," and is being published by Harper's. Under the heading of organizations, I have continued as chairman of the Inter-Museum Committee and have started a local branch of the American Society for Aesthetics.

Respectfully submitted,

Thomas Munro

Curator of Education

To: Curator of Education

From: Louise M. Dunn, Associate Curator of Education

Subject: Annual Report, 1943

Statistics

While the final figures are not yet ready, we are inclined to believe they will not fall much below those of 1942. It would seem that there should be increased attendance in adult groups - soldier groups meeting in auditorium, popularity of Sunday afternoon radio listening groups, all year around Saturday afternoon sketch club, special exhibitions such as Thorne Miniature Rooms, and the splendid promotional work done by Mrs. Hornung. In the children's groups - members' children's classes - one new class. Summer out-door sketching class - one new class with a record year attendance.

Movies for adults and children have been frequently old well-known favorites. We also have benefitted by the fact that

- a) transportation is still possible
- b) publicity has been very excellent
- c) equipment and supplies have been adequate
- d) a staff adequate to situation though often hard pressed.

Budget

While we hope to end the year 1943 in black we shall not be absolutely certain until January 15, 1944. This has been made possible by the following:

1. Saving nothing for the Director's back-log.
2. The Cleveland Foundation Grants budgeted from January 1, 1943 to January 1, 1944, and the Wise Fund, also budgeted from January 1, 1943 to January 1, 1944.
3. Savings on Joseph Alvarez's salary.
4. Spending very little on equipment and repairs.
5. No raise in salaries.
6. Spending very little on summer secretarial assistance.
7. Mileage less because of gas rationing.

Supplies In 1943 we have spent practically one half of our 1944 supplies budget for supplies since these may not be available in 1944. 1943 has already shown how lack of help in handling supplies and these supplies being used by inexperienced staff is making serious problems. New staff members have requested supplies and equipment that would exhaust 1944 and 1945 budgets unless these are doubled, but these requests are now put on a "desirable but delayed list, 1945 or later."

Personnel

There have been more names added to the payroll in 1943 than in any previous year and more changes in the Educational Staff:

In Secretarial -

Mrs. Barry - Miss Shipman
Miss Ongert - Miss Myer
Miss Ueda - Mrs. Kettler
Miss Harding

In Extension -

Mr. Alvarez - Mr. Schilke
Mr. Conrad
(Untrained part-time vs. full time, trained).

In Regular Teaching Staff -

Mrs. Van Loozen - five months' absence
Miss Harding - change of duties
Mrs. Raseman - one day per week

Man changes in Saturday Staff and assistants.

These changes have meant taking on young inexperienced assistants in many cases, with regular staff having little time or opportunity for training them. It has also meant that we are having to pay almost as much for these young, inexperienced assistants as to our regular professional staff who must face the government tax, transportation difficulties, and the temptations of offers from various sources. It is surprising that we have been able to carry on as well as we have. Staff appointments are now being made with the approval

of staff members and their suggestions are followed as closely as possible.

NEW EDUCATIONAL ACTIVITIES
IN 1943

For adults:

All year Saturday Afternoon Sketch Class—Mr. Chamberlin

All year Sunday Afternoon Radio-Phonograph Program—Miss Doig

Half-year course—Ceramics and Photography—Miss Riggins

Special Exhibition of the Month

For children:

Younger group of Members' Children

Younger Group for Out-door Sketching Class

Cartoon Class—Saturday afternoons

Saturday noon organized activities

Sunday afternoon—Junior Museum—Miss Hunter again in charge and carrying on program of two years ago.

It is to be noted that each of the above activities requires the time of some staff members. Each of these activities requires space. Each means planning, set-ups, labor demand for cost (if labor is available from the Superintendent's Department), increase in supplies, and more secretarial work, and quite a large increase in the budget for the coming years.

Special Educational
Exhibitions in 1943

Children:

Outstanding Exhibitions really planned and budgeted in 1942 of
Children's Drawings—Museum Classes—in Jr. Museum and Educational Corridor
Exhibition

(Out-door Summer Sketching Classes was in Jr. Museum and Open Class Exhibit
in Educational Corridor)

Victory for Youth Exhibit in Educational Corridor

Victory for Youth loaned to Cleveland Public Libraries

Adults:

Exhibitions of the Month

Two of Series already shown; plans for others already listed and practically planned.

All have required long time planning
 " " " " " budgeting
 Demands on time of staff
 " " secretarial help
 Arrangements, publicity, etc.

DEPARTMENT OF EXTENSION EXHIBITS:

It certainly is not easy to see Mrs. Ruggles struggling in every way to keep up her part of the work of the Department and to feel that you can do so little to assist her. Under normal times it would have been impossible to have replaced Joseph Alvarez. Now with the man-power shortage all that we have been able to do is to provide her with one day a week of the capable services of Harry Schulke, and two days a week of the seriously handicapped Kenneth Conrad who probably will not return after the new year.

SATURDAY AFTERNOON ENTERTAINMENTS:

We cannot claim a successful year for Saturday Afternoon Entertainments. Staff members have felt talks and demonstrations were too dull and too many. Movie audiences of children too young to appreciate the films shown them and it has been recommended that a "scientific study be made of these audiences. It has been agreed that many plans are desirable, but since transportation difficulties and labor shortages are to be considered, we cannot see how this is to be arranged. War jobs offered constantly to younger children and rehearsals being more difficult to arrange are also some of the problems here. New regulations dealing with some of these difficulties have been made. Exclusion of children under six from the entertainments, and no parents admitted until two o'clock and then only if all children waiting have been seated are two of the new rules. Also, it has been decided that there will be no second showings of movies.

Respectfully submitted,

Louise M. Dunn,
 Associate Curator of Administration.

P.S. We should like to mention the several excellent radio talks on work of the Educational Department given by Dr. Munro and members of the Junior Council. It was surprising and gratifying to have many inquiries and several new memberships as a result. I also wish to give my impression of the value of the Inter-museums Committee to which Dr. Munro and Miss Horton are contributing so much.

LMD

THE CLEVELAND MUSEUM OF ART
Department of Education

Mrs Dunn
3 A

To the Curator of Education:

From Katharine G. Wicks, Supervisor of Museum Instruction, Suburban, Private, and
Parochial Schools

Subject: Annual Report, 1943

Three factors mainly influence the general pattern of the teaching program for Suburban, Private, and Parochial Schools. First, the organization and personnel of the staff; second, exhibitions within the Museum - whether they are of such a nature as naturally to attract large numbers of young people or whether they are the type which need a great deal of interpretation or are so far removed from the ordinary horizons of youth that even with the best the staff can do, they remain remote; and third, the matter of transportation, whether classes can get here or whether they cannot. The interweaving of these factors becomes obvious as the year's work is reviewed.

STAFF OR-
GANIZATION

Again, there has been little change in the teaching staff this year. Mrs. Van Loozen, Mrs. Wicks remain the only full-time teachers - and as a matter of fact, neither of them is entirely that. Mrs. Van Loozen and Mrs. Wicks both have responsibilities for Saturday drawing classes which take week-day time; Mrs. Van Loozen is called upon frequently for talks to adult groups on Interior Decoration and Textiles, her special field, while Mrs. Wicks is now and then given odd writing jobs to do. Mrs. Myers is available for one and a half days' teaching; another half day is given to the preparation of materials for Saturday and Wednesday drawing classes, no small undertaking since there are seventeen children's and two adult classes each week for which she is responsible. Miss Church devotes two days and a half to teaching and, since last spring, has taken on the supervision of the Saturday luncheon hour for children. This resembles nothing so much as feeding time at the zoo, if measured by the strenuousness of the proceeding. Mrs. Dorflinger

has increased her teaching schedule to four days a week and, in addition, is almost always here on Mondays for staff meeting and preparation. This she does really as a volunteer service. The Museum is more than delighted that she is able to do more teaching this year than last. During the recent exhibition of the Thorne Miniature Rooms, Mrs. Raseman, a newcomer to Cleveland, whose training has been along the lines of Interior Decoration and Textiles, and who has had experience in teaching not only on elementary and secondary levels, but also college, was drafted to assist one day a week. She has fitted in with remarkable flexibility. Miss Harding devoted full time to secretarial duties and to school scheduling until this fall. Due partly to Mrs. Van Loozen's absence in October, she returned to part-time teaching and a complex of duties: school scheduling, assisting Mr. Fox with the film programs and files and with the exhibition of the month. She has also done a great deal of work on the kodachrome slides which she took while in Mexico this summer. She has prepared a number of talks on this trip^{for} to adult groups, among them three for the Monday Educational Staff Meetings, and is giving a course on Latin America at Cleveland Heights High School. Mrs. Van Loozen has been ill since her vacation in August and, though making an excellent recovery, will not return until the middle of February. Miss Harding took over the involved scheduling of Heights classes for the semester. This meant not only scheduling teachers for classes, but scheduling transportation for teachers going out into the schools, a phase of the work that is on the increase. Only Mrs. Wicks' car has been available for full time service this fall, Miss Harding's being commandeered when absolutely necessary. Miss Harding has arranged trips so that more often than not, the car is used for two teachers going the same direction at the same hour. This has required considerable ingenuity when the additional complexity of schedules within the schools is considered.

SECONDARY SCHOOL

PROGRAMS

Last spring this program was definitely on the up-grade, due to the efforts of Mrs. Van Loozen who has put most of her time in on this section of the work. Since her illness, there has been no serious drop, but certainly no growth. During the spring semester Mrs. Van Loozen gave a two-hour course one day a week in Cleveland Heights on "American Painting". At the end of the term, a portfolio of drawings, an outgrowth of the talks, was made by each student, and the work judged by members of the Museum staff, teaching on the Secondary level in the Cleveland Public Schools. At the request of pupils in Miss Wiswall's classes a questionnaire was prepared on the May show. Each member of the class visited the gallery and filled this out. It served as an excellent summing up of the year's work. Courses, as well as single talks on varied subjects, were also given in the Junior High Schools with the exception of Roosevelt Junior High School, where, for the duration, Museum work has been suspended due to the complications within the school. Mrs. Bates, though able to work only a day a week, manages to carry the largest part of the history program with Cleveland Heights High. This she does with signal success.

Shaker Heights School busses are no longer bringing pupils to the Museum, but a few classes of secondary age levels have managed to get down to the Museum although this means making two transfers. A number of individual pupils have come. Talks have been given in the High School and Junior High; these have been limited only by staff personnel and time.

ELEMENTARY
SCHOOL PROGRAMS

The chief change in this program is that, since the Shaker busses no longer bring children to the Museum, Mrs. Wike no longer spends her Fridays in the Museum. In September, Mrs. Wike was made Supervisor of Art in all the Shaker Elementary Schools and is doing yeoman service by taking visual material into the schools almost daily.

This fall, at Miss Scranton's suggestion, slides were no longer sent out on a regular schedule to the Cleveland Heights elementary schools in

response to teachers' requests. Instead, the Assembly programs have been enlarged. Each school has one assembly program each month. Mrs. Dorflinger, Mrs. Myers, Mrs. Wicks have carried these. After these talks, photographs and color prints are left in the building as "follow-up" material for the teachers. It is most encouraging, after an assembly talk to go into classrooms and watch children at work, eagerly making drawings which have been suggested by what they have just seen.

The visits of Cleveland Heights classes were not cut appreciably in the spring and certainly have not been this fall. The subjects taught are diversified, yet more and more art leads the way and is not simply an adjunct to the Social Studies curriculum.

EXHIBITIONS

So far as the young people and children are concerned, the two outstanding exhibitions were the May Show and the Thorne Miniature Rooms. However, the photographic murals, Road to Victory, shown last February, the Indian Mural Paintings in March, and the Museum's own materials as seen in the galleries during the summer and late fall did not fail to make an impression.

In October and November the Department was almost buried under the avalanche of people, young and old, who wished to see the Thorne Miniature Rooms. Theoretically, two mornings a week were reserved for elementary school classes of the Cleveland Public Schools, two for Suburban, Private, and Parochial; the same plan was made for Secondary Schools in the afternoons. On the whole, the program was adhered to and worked quite well. Conflicts were most apt to occur in the afternoons when adults and young people of Junior and Senior High School ages were competitors for a view of the rooms.

While this exhibition absorbed much time and created some difficulties, it also solved some pressing problems. Because of staff limitation and restrictions on transportation, the work had narrowed down much more than was

desirable to contacts with Cleveland Heights. Had not the Thorne Miniature Rooms come, then special efforts would have had to be made to renew and continue contacts with other school systems on their home ground. These contacts were made automatically as part of the advance publicity which brought widely separated groups to the Museum, by the talks in principals' meetings and school assemblies, and by the lectures given classes on their arrival. Among the groups of teachers and principals reached in their own buildings were Cleveland Heights, Shaker Heights, and over three hundred teachers from the Parochial System. Students were addressed outside the Museum at East Cleveland, Laurel School, Andrews School for Girls, and Notre Dame Academy. These talks were given by the Museum staff and by members of the Speakers Bureau of the Junior Council. The Pre-view was primarily for teachers of Greater Cleveland; this proved to be a most happy arrangement; it served to make the teachers of the city feel that they were given especial consideration by the Museum and also to bring word of the exhibition through the teachers to hundreds of class rooms. In addition to classes from schools, the largest number of Girl Scout and Campfire groups ever to visit the Museum came for this exhibition. This enlargement of the Department's circle of contacts with children was welcomed.

It now seems fairly clear that as long as the staff is limited to its present size and concentrates so much effort on Cleveland Heights, and as long as transportation difficulties arise which are only overcome under the pressure of special exhibitions, the Department will have to rely on such exhibitions as a means of keeping in touch with the greater number of systems and schools. The May Show will serve this very necessary purpose in the spring; and another Thorne Room exhibition lies ahead. As was mentioned at the beginning of the report,

staff, transportation, exhibitions are factors so closely related that one cannot change without materially affecting the others.

The one regret for the year is that due to lack of help in Mrs. Ruggles' Division, exhibitions cannot be sent to as many schools as heretofore, or changed so frequently. Mr. Alvarez left the Museum in April. Too much cannot be said for the value of his work, his efficiency in all directions, his unfailing courtesy and willingness to work with every member of the staff on every kind of job. Since his resignation Mrs. Ruggles had had to depend on part time help. Immediately this showed up in the regular school work. Again and again comments are made on how much the frequent exhibitions are missed. It is miraculous how much Mrs. Ruggles has done; but even she is at times **baffled** by problems of time and space. It is singularly unfortunate that her Division should **have** to be limited at a time when transportation is a problem and every effort must be made to **get** the Museum beyond its own four walls. One of the sincerest wishes for the New Year is that this Division may return to full capacity.

This fall Marianne Ketler returned to the Museum as assistant to Mrs. Brown in the Educational Office. This is a cause for constant **celebration**. The work of that office though not directly concerned with the teaching schedule at the moment is the nerve center of the entire Department; everything depends upon its smooth functioning. Mrs. Brown is to be congratulated that she has been able to maintain so high a level of service with a limited and changing staff and under a constantly increasing load of work. The teachers all wish to express their appreciation to Mrs. Brown, to Gretta Shipman, whose only fault is that she can be here so little, and to "Marianne" whose name has become a synonym for "the perfect secretary".

To: Curator of Education

From: Katharine G. Wicks, Supervisor for Saturday Morning Visual Arts

Subject: Annual Report, 1943

File copy
3 B

The general plan for Saturday Visual Arts Classes remains the same in its main outlines, but the staff has changed so rapidly as to keep the pattern spinning. Last spring, Mr. Adams, who taught the older Members' Class, was drafted; his place was taken temporarily by Mrs. Horesh. In May, Bernard Speck, Mrs. Mike's invaluable young assistant, was also drafted; and Miss Blackwell, who had been in charge of the Nursery Group, joined the WACs. Mrs. Lamiell's work with the younger children in the Free classes was outstanding; it was with genuine regret that the staff learned she was going into Defense Work when her husband was called into the Service. Mrs. Walker also left the Museum when her husband went into camp, but fortunately she was able to return this November when she was desperately needed.

Perhaps the main thing to report is the growth of all classes both in the Free Gallery and the Members' Groups. This latter was somewhat of a surprise because, as most of these children come in cars, further gas restrictions would seem to have been fatal. Presumably, the maid situation is even worse and mothers are glad to have their children well occupied; and the children's interest is clearly unflagging. As a result of what is definitely a war-time situation, more and more children are staying for lunch on Saturdays in order to go to Saturday Afternoon Entertainments.

This lunch hour, when anywhere from forty to ninety, are to be cared for, is a job in itself. Miss Church is in charge and by arranging for simple hand-work activities -other than drawing-, planning for the children who wish to read or visit the Galleries, she has brought

order out of what might easily have been chaos. Miss Church has a very efficient staff of young helpers of Art School and College age: Jeanne Smolik, Harry Shulke, Donna Cobb, besides six young people of High School level. These work on a rotating schedule at the noon hour. During the afternoon, some are on duty in the Junior Museum before and during and after the entertainments, some in Cartoon and Costume Classes; others in the auditorium. For the morning there are some eighteen young volunteers; these come from Hathaway-Brown, Laurel, Cleveland Heights High School, Roxboro Junior High, and the Girl Scouts. This seems like a large number, but, as they are working on a rotating program, not more than seven are in the building any one week. Some of these girls assisted in the summer drawing classes. They are valuable to the Museum and apparently the training they receive is of value to them. The schools and the Girl Scout office are eager to have their young people in the Department on Saturdays. However, it seems obvious that they could be more useful and would feel more secure if they were given a more complete picture of how they fit into the whole teaching plan. A course is being planned for these volunteers this summer.

Another phase of the work which has come definitely out of the war situation is the growth of the Nursery Group which is now in charge of Miss Jeanne Smolik. This class averages at least twenty and often goes considerably over that number; it has had to be restricted to Members' children only, while in pre-war days it was possible to take a few children whose older brothers and sisters were in the Gallery Classes. The class has received much needed equipment as gifts from members of the Junior Council.

The number of children in the Members' Classes has created several problems. Miss Miller, teacher of the lower forms at Hathaway-Brown and a new teacher in the Museum, had nearly twice as many children as her room would accomodate. Be it said, that she met the situation valiantly. Mrs. Hymen, who has the six and seven year olds, was almost equally crowded. Miss McFadden of Oxford School was called in to form a new group of "older sevens and younger eights" to relieve pressure in both the other classes. Miss McFadden is handling her group with unusual skill; she is familiar with the Museum because she has attended Dr. Munro's, Miss Horton's and Mrs. Van Loozen's courses; and both Mrs. Van Loozen and Mrs. Wicks have worked with her over at Oxford for a number of years.

Mrs. Stitt returned to the Museum teaching this fall, greatly to the delight of the entire staff. She took over the ten and eleven year old class, the age level that Mrs. Wike had last year; and her attendance is now fifty-five. Her group has not been divided for the simple reason that there is literally no place to put them. She is able to function only because she is an outstanding teacher and because she has two able assistants, Sally Treadway and Harriet Strom of Laurel School. Mrs. Wike has the older Members' Class, which now numbers about forty-eight, which she teaches without an assistant. She is able to accomplish this because of her great skill in developing a sense of team work and responsibility in these older boys and girls. It is interesting to note that this class has never before averaged more than fifteen, if that.

The Free Gallery Classes were under a great disadvantage this fall because of Mrs. Van Loozen's illness. She has been in charge of this group for a number of years and it is only because of her

excellent organization that it has successfully survived her illness as well as the many other staff changes. Her return in February will be a matter for acclaim. Mrs. Myers has been taking on various supervisory duties during Mrs. Van Loosen's absence. And when Mrs. Wicks found herself unable to cope with the problems presented by some six hundred children, Mrs. Myers gave up her teaching for a time and is now working with Mrs. Wicks on the many Saturday situations that arise: "lost" children, puzzled mothers, lack of adequate materials when a class suddenly doubles; lack of space, etc. etc. Mr. Reid has taken Mrs. Van Loosen's place for the Fall and is doing an excellent piece of work; Mr. Vollmer has the next age-level. His classes are always enthusiastic and do good work. Mrs. Hawn from Oxford School, with whom the Museum has had a long and exceedingly profitable association, had the eleven-year-old class. This proved to be the prize cabbage! It was thirty, then fifty-five. Mrs. Whitmore who has done fine work both as a volunteer and regular staff member was called in to take half the class. It jumped to fifty again. Miss Grunauer, Supervisor of Elementary Art in Garfield Heights, took a number into her ten-year-old group. Peace for one week. Again the class was back to fifty. At that time Mrs. Walker returned, took half the class, and for the moment the situation seems to be comparatively static. Eleven years appears to be what might be called the drawing age.

The youngest group which was taught by Mrs. Myers is for the time being in Miss Harding's capable hands; Kenneth Conrad, teacher of the afternoon Cartoon Class. Mrs. Myers completes an incredibly busy day by teaching the Costume Class in the afternoon. The

Talented or Special Classes are taught by Mr. Day and Mr. Chamberlin. Both groups are doing extremely interesting work and seem very alive and responsive. In their frantic efforts to find places for these groups, seventeen in all, poor Mr. Chamberlin has been "pushed around" all over the Museum. He worked in Studio C, then Textile Room, now General Office; but has been promised a place in the West Studios after the holidays.

Much has been said in this report about numbers, space, equipment; little about teaching methods and the results obtained. It is difficult to keep teaching standards uniform in the face of so many staff changes. Fortunately, a core of experienced remain: Mrs. Van Loozen, Mrs. Wike, Mrs. Myers, now Mrs. Stitt, Mr. Reid, Mr. Chamberlin, Mr. Vollman. These teachers are more than helpful with newcomers, sharing experiences and teaching techniques. Files of lesson plans and drawings have proved valuable and are constantly consulted. But most of all, the staff meetings with Dr. Munro have oriented the group.

This fall he has given talks to the staff on Children's Art Abilities as based on Mrs. Lark-Horovitz's article in the December 1942 number of "The Journal of Experimental Education". On these terms, he also discussed an exhibition of children's drawings done by the Free Gallery Classes and the Outdoor Sketching Classes. Thanks to Mrs. Van Loozen and her co-workers, this exhibition was extraordinarily well organized and well labeled. Each label gave the material consulted - Museum objects, color-prints, slides, etc., the general objective of the lesson, and the specific class problem. As much as anything could, the study of this exhibition had a unifying effect on the new group of teachers, its value was greatly increased by Dr. Munro's talks.

This exhibit, while the largest, is not by any means the only showing of children's work for the year. Last December a very charming

group of drawings of Christmas subjects was put up in the Educational Corridor; at the moment another very gay and delightful one is being shown which was done for Youth Victory Activities on the general subject of Victory Gardens, and a second Christmas exhibition is in preparation.

The Syllabus for Saturday Morning Classes inched along a little before Mrs. Wicks went on her summer vacation. As a result of her investigation of the material, she wishes to report that it can do nothing more than crawl unless a large block of time is set aside for it; and at present, time seems to exist in terms of compressed units too small to mention, while "large blocks", like steaks, are only a dream.

Also, the matter of how much attention should be given to helping children in the Saturday morning classes become better acquainted with Museum objects is still in abeyance. The discussion of this matter raised such a storm among the staff that it was temporarily tabled. The "two schools of thought" were: one, that it is so desirable for boys and girls to have a better knowledge of the Museum that no effort should be spared to accomplish this; the other, that while it is undoubtedly desirable that they know more about the Galleries, the time is short, the children come to draw, they want to do nothing so much as draw, and if they are interrupted in this for however worthy an end, they simply will not come. One argument which the second group advanced raises a real problem, namely, that the children have to spend all their time in school during the week, taking in information, and that the Saturday period when they are free to make and do something of their own is very precious to them. Apparently they are getting a release for which they are willing to fight. On the other hand, it certainly does not seem that boys and girls should leave the Saturday drawing classes

with as little specific knowledge and acquaintance with the Museum as some of them appear to have done. Undoubtedly a middle ground can be found; the solution of the problem is one of the first matters on the Calendar for the New Year. It is an important one and, one way or the other, affects the Museum teaching very decidedly.

Whatever else may be said about the Saturday situation, this is true, the staff is certainly undaunted by any difficulties that may have arisen, is very much alive, and eager to go.

Mrs. Van Loosan's complete and encouraging report of Outdoor Sketching Classes is appended.

Katharine G. Wicks

4

The Cleveland Museum of Art
December 1943

To: The Curator of Education

From: Ann V. Horton, Supervisor of Cleveland Public School Activities

Subject: Annual Report, 1943

ORGANIZATION

For six years we have had a set-up based on age level, tending toward three public school departments, self-sufficient and each answerable only to the plan of the teacher in charge of that age level. For clarity each division will be reported with a concluding suggestion for changes which may be considered.

ELEMENTARY

January saw conclusion of a series of radio lessons and attention was given from February to June to field work in out-lying south and west schools where Museum contacts had lapsed longest or most unaccountably. This was very satisfactory to Principals and teachers with whom all visits were planned. Aside from meeting schools' specific requests, every visit offered some lure to Sunday Museum visiting, to Saturday and summer classes. This "Museum to the School" work always holds Assistant Superintendant Mr. Buckley's approval and bespoke for us his careful assistance for the later set-up for Thorne Exhibit visiting.

Since the February to June program left no time for arranging Museum visits, that period unfortunately resulted in an all-time low of classes working in the Museum. To balance this, in a measure, and to be present in the Museum during the Thorne period, a September schedule planned with near-by schools made provision for repeated visits by certain Art or History teachers (bringing different classes each session). An effort was made to have teachers conduct all repeat lessons. Only a few teachers are willing to

do this,insisting that the strain of getting the large groups safely to the Museum constitutes the classroom teacher's share of a museum visit. Another plan of having two classes and two classroom teachers at the same session, each sharing Miss Horton's help,was tried. During Thorne Exhibition three groups were supervised during a morning, this depending on the subject requested. This "double-heading" is far from satisfactory but it yielded more visiting groups, and helped to free some few hours for Miss Horton for desk duties which are now too much neglected.

During this first semester of the school year a new series of radio lessons was prepared and presented, one per week, 86 schools receiving, making a contact in the field of Art appreciation with about 3500 pupils (86 times 40) per week. Mr. Howell did not decide on this new series until so shortly before the close of June session that nearly three vacation weeks had to be devoted to choosing new material and "high-pressure" work to get photography through the studios for required sets of slides. Mr. Kline of the Educational Museum managed this with great care and persuasiveness and all the time given is probably justified in the fact that classes have received the lessons enthusiastically and many teachers have asked for follow-up visits to the museum to see, either originals, or the other work of the artists presented in radio slides.

JUNIOR HIGH

At Fairmont School an orientation series established last year is being repeated. This series acquaints pupils entering this Junior High with the culture centers of their district. It is an excellent piece of work, which with modifications could be made applicable to many other schools. The faculty of this school asked for a conducted tour through Thorne Exhibition which Mrs. Bullis did for them.

At Thomas Jefferson, auditorium programs (bearing on the "integrated unit" of several subjects) were presented. This School's principal is very appreciative but can rarely allow the time for museum visits because of distance.

Addison School visits each exhibit of interest, with Principal and faculty always interested.

Eight radio lessons have been assigned to Mrs. Bullis, six of which should be incorporated in this report. This presentation has involved no selection of material as it is based on an excellent list worked out by Mr. Chamberlin and in use for five years in all Junior schools. Mrs. Bullis has vitalized the script by carefully re-writing it and her lessons have proven very acceptable; however, the agreement as to allowing one third time for radio as a part of the whole museum program seems to be out of force at present. This ratio of time was agreed upon when radio was first known to be making undue inroads. Mrs. Bullis has been appraised that this agreement was arrived at after careful consideration in conference with Mr. Howell, Dr. Munro and the former Museum teachers involved. If the rich Museum material available for schools does not lure Junior High teachers, or if it is not "saleable" to them and radio is all the service desired perhaps the work should be charged directly to WBOE and not charged to Museum time or teacher appointment.

SENIOR HIGH

Work at this age level has held to a steady use of Museum material in classrooms with Mr. Jeffery's interpretation or teacher's use of material selected by him. Auditorium, "mass production" is rarely requested of him as his visits are carefully scheduled to meet the needs of Art and other departments as heads of these Departments report specific class problems. The division of time between art and other subjects has been approximately 60-40 ratio, the larger share going to art departments.

In January a series of interviews with experts in various commercial applications of art was broadcast to High Schools over Station WBOE. However, as in most other senior high school radio work, poor reception, plus bad timing in school pick-ups and complicated school schedules made this series less successful than was hoped it would be.

There has been an increase in request for background material on China and India in both art and social studies departments.

Considerable time has been given to lectures on camouflage to high school art classes which had undertaken the subject either as an entire semester's work or as a specialized problem.

Mr. Jeffery headed the committee for the National Scholastic Regional Competition and Exhibition sponsored by Halle Bros. in March. The Exhibit was held in Steinway Hall for two weeks during which time both he and Mrs. Bullis gave gallery talks to visiting classes.

SUGGESTIONS

1. Assign all Secondary work (Junior and Senior) to one person's time.
2. Assign to an able elementary appointee about 2/3 of Elementary service -- Miss Horton to carry approximately 1/3 of the Elementary, but make all assignments more flexible to save preparation and mileage.
3. Safeguard more time for Miss Horton.
 - a. To keep the entire program in order.
 - b. To evaluate present work and extend classroom use of prepared lessons.
 - c. To work out notes for visual material which the Educational Museum will provide and circulate.

Respectfully submitted

Ann V. Horton

PRESENT SET-UP

Each of three age-level divisions receiving one third "man-power":

HIGH SCHOOLS

13	Regular High School
<u>4</u>	Jr. High Schools in Sr. High Buildings
17	

JUNIOR HIGH SCHOOLS

14	of 17 regular Jr. Schools (3 are non-cooperative)
<u>2</u>	Special
8	Jr. High groups in Elementary School. All work in these schools could
24	be incorporated advantageously with Elementary schedules, and visits.

ELEMENTARY SCHOOLS

108 Only 90 have scheduled activities - In this group are the following:
13 Major work groups at present deprived of their usual supervision
9 Centers advanced Elementary M.D. - (Page 60 School Directory)
1 School for crippled requesting much service
1 School for Hard of Hearing requesting much service.

Note changes indicated on attached copy of this page.

Ann V. Horton.

NEW SET-UP

HIGH SCHOOLS

13 Regular High School
4 Jr. High Schools in Senior High Buildings

17

JUNIOR HIGH SCHOOLS

14 of 17 regular Jr. Schools (3 are non-cooperative)
2 Special

8 Jr. High groups in Elementary School. All work in these schools could
24 be incorporated advantageously with Elementary schedules, and visits.

ELEMENTARY SCHOOLS

108 Only 90 have had scheduled activities — In this group are the following:
13 Major work groups at present deprived of their usual supervision,
9 Centers advanced Elementary M.D. — (Page 60, School Directory).
1 School for crippled requesting much service.
1 School for Hard of Hearing requesting much service.

92

8

2

102

total of 102 for 2/3 manpower

To: Curator of Education

From: Supervisor of Motion Picture Activities, Milton S. Fox

Subject: Annual Report for 1943

This is the fifth annual report on motion picture activities since you have placed me in charge of this phase of the Museum's work. Herewith I submit a detailed account of programs, showings, and attendances. I have also added a list of the films offered in connection with our various film activities, each title being listed according to types of program -- Friday Evening Programs, Saturday Programs, etc.

The total attendance for programs involving motion pictures in one way or another (including always the showing of a film) is 15,267. This is a much smaller figure than those reported in 1942 or 1941. However, in those years the showings of the EXCERPTS FROM WALT DISNEY and the LONDON FIRE BLITZ films accounted for a great part of the reported attendance. It is likely that if our other programs were pro-rated according to number of showings and total attendances, the motion picture attendances in general would be slightly above those of last year.

Attention must be drawn to the fact that we are definitely not showing more films than in previous years. Somehow there is the impression in the Educational Department that films have been given an increasingly greater number of evenings, as would seem to be justified by their enormous popularity. The figures indicate otherwise. Here is a tabulation of all programs devoted solely to motion pictures in the past five years:

Number of Showings:

	Friday	Saturday	Sunday
1943*	4	11	8
1942	6	9	7
1941	7	8	8
1940	4	10	1
1939	6	7	7

(* A special series of five Wednesday evening programs on the United Nations was given in the Spring of 1943. These were not included in the above tabulation because a Wednesday evening series is not a part of our regular lecture program.)

As to recommendations, those made in the reports of the past few years (except for the undertakings which have already been realized) are still considered advisable:

1. "It would seem desirable to come to some definite decision about the extent to which the Museum wishes to enter into the motion picture field and to cooperate with schools and other agencies which have suggested such cooperation. If sufficient time were given to such activities, a grand work could be done, and a real service instituted. Museums have paid too little attention to this form of pictorial art, with the result that English departments have taken over the motion pictures. Thus museums lose a valuable means for stimulating art and pictorial appreciation."

2. "A collection of stills, literature, and other material pertinent to the study of the motion picture, should be made available in the Library. Films, when offered to the Museum should, if they turn out to be of any value, be accepted and filed in a film vault in one of the downtown exchanges. The cost per year is nominal. In the future history of this Museum, such a collection may very well be of untold value."

It is hoped that the work already begun on a cross-indexed file of motion pictures will continue in order to make this file, as complete as possible, a source of information on motion picture titles, motion picture sources, and other similar data pertinent to the administration of the motion picture department. This will not only facilitate the problem of booking for our own needs, but will also make the Museum a source of information about films. It is also hoped that the film evaluation project, tentatively begun in 1943, will be continued. Films shown in the building, or in connection with Museum work, would be listed and brief comment would indicate their quality, usefulness, age-level suitability, etc. A form for this activity has already been devised. In time this material would provide fairly reliable information about films in relation to our own Museum needs.

Such activities as those in the preceding paragraph will unquestionably be more important after the war, for there can be little question that films will be more widely used in education and public relations than ever before. For this reason, a collection of film material in our Library (see recommendation #2) seems more desirable than ever.

It is felt that the Museum is not making the most of the opportunities which motion pictures provide for education, for entertainment and for goodwill. All the larger museums, of which the undersigned has knowledge, use films at least as extensively as we do; and most of them use films a great deal more, not only for general public attraction, but they are beginning to build up libraries of films which they find useful. There is almost no subject or activity today which is not covered by excellent and even artistically made films capable of sustaining the interest of almost any audience. A greater use of films by the Museum is urgently suggested.

Respectfully submitted,

Milton S. Fox, Supervisor
Motion Picture Activities

THE CLEVELAND MUSEUM OF ART

SUMMARY OF PROGRAMS
Motion Pictures
1943

	Total No. Programs	Total No. Showings	Total Attendance
Friday Programs	7	11	2524
Saturday Programs	15	16	3897
Sunday Programs	11	11	3557
Special Programs	27	27	5289
	—	—	—
Totals for year 1943	60 programs	65 showings	15,267 attendance

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1943

Friday Film Programs

Date	Name of Film	Size	Sound Silent	Attendance
Feb. 5	NATCHEZ AND THE CAVALCADE OF AMERICA by Doran Meredith	16mm color	silent	222
Apr. 9	WILD FLOWERS OF THE PACIFIC SLOPE by John Claire Monteith	16mm color	silent	173
Apr. 30	FLOWERS OF CALIFORNIA AND THE TROPICS by Arthur C. Pillsbury	16mm color	silent	207
Oct. 1	MAVERLING	16mm	sound	67 2 p.m. 476 8 p.m.
Oct. 8	THE LOWER DEPTHS	16mm	sound	50 2 p.m. 424 8 p.m.
Oct. 15	THE ETERNAL MASK	16mm	sound	38 2 p.m. 401 8 p.m.
Oct. 22	YELLOW CRUISE	16mm	sound	82 2 p.m. 392 8 p.m.

Seven programs; eleven showings; total attendance 2524

THE CLEVELAND MUSEUM OF ART

Motion Pictures 1943

Saturday Films for Children

Date	Name of Film	Size	Sound Silent	Attendance
Jan. 9	AMERICANS ALL and WINGS OVER THE ANDES	16mm color	sound	159
Feb. 6	TULIPS, WINDMILLS AND WOODEN SHOES by Doran Meredith	16mm color	silent	216
Feb. 27	POWER AND THE LAND and RAIN	16mm	sound	168
Mar. 6	THE WAVE	16mm	sound	140
Mar. 27	OUR NEIGHBORS DOWN THE ROAD: BRAZIL: ORCHIDS	16mm color	sound	282
Apr. 3	SONG OF CEYLON and THE MAKING OF GLASS	16mm	sound	263
Apr. 10	WESTERN TRAILS AND ANIMALS by John Claire Monteith	16mm color	silent	231
Apr. 17	GRASS	16mm	sound	187
May 1	"INVASION BY ADOLPH HOPPER, INSECT DICTATOR" by Arthur C. Pillsbury	16mm	silent	206
May 8	SCHOOLS ON THE HOME FRONT	16mm color	silent	88
Oct 22	YELLOW CRUISE	16mm	sound	290
Oct. 30	SOUTH OF THE BORDER WITH DISNEY	16mm color	sound	354
Nov. 20	ALICE IN WONDERLAND	16mm	sound	554 400
Nov. 27	AIRPLANES OLD AND NEW by George H. Scragg	16mm	silent	209
Dec. 4	PATZCUARO: BOUNTIFUL EARTH: INTRODUCTION TO HAITI: VENEZUELA: WOODEN FACES OF TOTONICAPAN Fifteen programs; sixteen showings; total attendance	16mm color	sound	150 3897

2 p.m.
3:30 p.m.

THE CLEVELAND MUSEUM OF ART

Motion Pictures 1943

Sunday Afternoon Programs

Date	Name of Film	Size	Sound Silent	Attendance
Jan. 17	SPRING SKI CHASE: MOON OVER SUN VALLEY: NATURE'S ART GALLERY	16mm	sound	288
Feb. 7	NATCHEZ AND THE CAVALCADE OF AMERICA by Doran Meredith	16mm color	silent	228
Mar. 7	THE WAVE	16mm	sound	295
Mar. 21	SEQUESTS OF A CATHEDRAL: THE MYSTIC LAMB: REMERAMINT: MERLING: ART AND LIFE AND BELGIUM	16mm	sound	222
Apr. 11	BEAUTIES OF WESTERN DESERT WONDERSLANDS by John Claire Monteith	16mm color	silent	411
Apr. 18	THE IRIS FAMILY: PLANT LIFE STUDIES: ORCHIDS: DIG FOR VICTORY: NEW ACRES: SEEDS FOR VICTORY: HOW TO DIG	16mm color & b&w	sound	218
May 2	LAPSE TIME AND MICROSCOPIC PLANT FILMS by Arthur C. Pillsbury	16mm	silent	322
Oct. 3	THE LADY VANISHES	16mm	sound	496
Oct. 10	THINGS TO COME	16mm	sound	503
Oct. 17	THE ETERNAL MASK	16mm	sound	231
Oct. 23	YELLOW CRUISE	16mm	sound	343

Eleven programs; eleven showings; total attendance 3557

THE CLEVELAND MUSEUM OF ART

Motion Pictures 1943

Special Showings

Date	Name of Film	Size	Sound Silent	Attendance
WEDNESDAY SERIES:				
Feb. 10	SHORS	16mm	sound	191
Feb. 17	CHINA'S FOUR HUNDRED MILLION	16mm	sound	245
Feb. 24	SPANISH EARTH	16mm	sound	221
Mar. 3	MIDDLE EAST: RETURN OF AN EMPEROR: FIGHT FOR EGYPT: YANKS INVADE AFRICA	16mm	sound	104
Mar. 10	HIGH STAKES IN THE EAST: KOKODA: SOLDIERS WITHOUT UNIFORM: FIVE FACES OF MALAYA	16mm	sound	140
MONDAY STAFF SHOWINGS:				
Mar. 21	SECRETS OF A CATHEDRAL: THE MYSTIC LAMB: RENBRANT: REMELING: ART & LIFE IN BELGIUM	16mm	sound	35
Mar. 27	OUR NEIGHBORS DOWN THE ROAD: BRAZIL: ORCHIDS	16mm color	sound	29
Apr. 5	SONG OF CEYLON: THE MAKING OF GLASS	16mm	sound	35
Other Special Showings:				
Sept. 10	YOU CAN, TOO and HOME CANNING	16mm color	sound	30
Oct. 20	Mrs. Bratenahl's Garden in Bethesda, Md.	16mm	silent	31
May, June, July, August, September, November: WNU Air Cadets: various Army films: 17 programs: 4228				
Grand total special showings: 27 programs; 27 showings; total attendance				5289

THE CLEVELAND MUSEUM OF ART

Motion Pictures
1943

LECTURES AND ENTERTAINMENTS SUPPLEMENTED BY FILMS

Date	Name of Film and Lecturer	Size	Attendance
		All were silent films	
Feb. 5 & 7	NATCHIEZ AND THE CAVALCADE OF AMERICA by Doran Meredith	16mm color	222 288
Feb. 6	TULIPS WHEATLIS AND WOODENSHOES by Doran Meredith	16mm color	216
Apr. 9	WILD FLOWERS OF THE PACIFIC SLOPE by John Claire Monteith	16 mm color	173
Apr. 10	WESTERN TRAILS AND ANIMALS by John Claire Monteith	16mm color	231
Apr. 11	BEAUTIFUL OF WESTERN DESERT WONDERLANDS by John Claire Monteith	16mm color	411
Apr. 30	FLOWERS OF CALIFORNIA AND THE TROPICS by Arthur C. Pillsbury	16mm color	207
May 1	INVASION BY ADOLPH HOPPER, INSECT DICTATOR by Arthur C. Pillsbury	16mm	206
May 2	LAPON TIME AND MICROSCOPIC PLANT FILMS by Arthur C. Pillsbury	16mm	322
Nov. 27	AIRPLANES OLD AND NEW by George H. Scragg	16mm	209

6A
THE CLEVELAND MUSEUM OF ART

Department of Education

To: Curator of Education

From: Dorothea Doig, Lecturer in Music

Subject: Annual Report - Saturday Music Appreciation for Adults, 1943

Description of Class:

This is the third year of the Saturday Morning lectures in music for adults, most of them parents of children attending classes in art. As usual, it is a heterogeneous group, particularly in educational and cultural background.

The general aim of the course has been acquaintance with much good music, characteristics of various periods of musical development and contributions of leading musicians with emphasis on chamber music. An effort has been made to apply this knowledge in recognition of instrumental and vocal quality, style and musical forms when heard.

This class has been a real challenge. The problem of presenting material that would interest persons of such varied backgrounds is in itself a difficult one. The regular attendance of so many of the group, the presence of several who have attended all three years and the interest of the members of the group have been a source of great satisfaction to me.

Respectfully submitted,

Dorothea Doig,
Lecturer in Music

THE CLEVELAND MUSEUM OF ART

Department of Education

To: Curator of Education

From: Dorothea Deig

Subject: Radio and Phonograph Hour - Annual Report, 1943

Description:

The general purpose of the Sunday afternoon Radio and Phonograph Hour is to make available to the public radio programs and the fine collection of phonograph records owned by the Museum. There is no set program. If someone has come especially to hear the radio program, everyone listens to that; if records are requested, that is the order of the hour. Anyone may select a recording listed in the card catalog and the requests are played in turn.

The attendance is unpredictable. For no apparent reason, the attendance was over a hundred several weeks in succession last spring. Originally scheduled to run through May, the programs were continued without a break the year round, except for two Sundays following Christmas and New Year's, respectively. Guests come in because they hear the music and follow the sound until they locate our room, or, knowing about our program, come to hear a particular record or radio program. They frequently complain that there is no sign directing Museum guests to the radio-phonograph room. Guests have included service men and women from various branches of the service, service men from foreign countries, factory workers, nurses, students, a few members of the Museum and others. Some come quite regularly. Several factory workers come on their Sunday off - one comes quite regularly every five weeks. Two service men come in from Camp Perry every few weeks, several nurses come from Mt. Sinai and from University Hospitals nearly every week. Total attendance for the year, 2901, plus 1146 for eight programs by the Record Group, makes a grand total of 4047.

Scarcely a Sunday passes that I am not called on to answer questions of a more or less technical nature. I recall two examples: an officer of the British Navy, on furlough in Cleveland, asked about the beginnings of notation in music and the relative dates of an old musical manuscript on exhibit in one of the galleries. That led to a request to hear some of the recordings of the earliest types of music, examples of which were available in our collection. A medical student from one of the Latin American countries came in especially to hear some early primitive music, an unusual request. He enjoyed some of the primitive African and Hindu recordings and came more than once to listen to them.

The Record Group

A group of young people between the ages of twenty and thirty years requested a room for meetings once a month. Arrangements were as follows:-

Program: "On the Record" - recorded music
"Off the Record" - performers-non-professional, giving advanced students opportunities with the consent of their teachers to appear in recital. An effort to draw from all music schools as well as from classes of private teachers has been made.

Room: Textile Room January - May, 1943
Auditorium September, 1943 - January, 1944

Time: Sunday afternoons, 3:45 - 5:00
Wednesday evening in October and November because of conflict with Thorne Room lectures.

Attendance: Range 120 - 241 for Sunday afternoon dates
35 and 50 for Wednesday evening dates
Total: 1146 for eight programs
Affected by change to Wednesday evening, a poor night for members of the group, many of whom attend night school.

Respectfully submitted,

Dorothea Deig

(2)

THE CLEVELAND MUSEUM OF ART
Department of Education

To: Curator of Education

From: Division of Circulating Exhibits, Ruth F. Ruggles, in Charge

Subject: Annual Report, 1943

	1942	1943 <u>thro Nov. only</u>	1943 <u>thro Dec.</u>
Exhibits placed, in cases	751	693	726
Special gallery exhibits, John Adams, Monticello	10	10	10
Objects lent for class room use	2864	2899	3171
Framed paintings, prints	83	77	79
Mounted posters	285	179	179

Though the number of exhibits placed is very nearly the same as last year, other phases of the work of this division have had to be curtailed for lack of help. Mr. Joseph Alvarez who had so ably carried the work of delivering and installing exhibits, as well as many other duties, resigned to go into defense work in April. As it seemed hopeless to replace him with another man and the work is such that a man is really needed, an account of the sheer weight and bulk of the material to be handled, we have carried on as well as possible without a regular assistant. During the first semester Mrs. Rita Myers was assigned to this division one day a week. She is, of course, extremely capable along many lines, able to arrange exhibits and willing to do anything asked of her, including handling heavy loads of material. She helped greatly in bringing in exhibits at the close of school.

Since the first of October the division has had the help of two Art School students: one young man who is very capable, for six hours a week, the other not entirely satisfactory, for two days a week. Neither can go out alone to install exhibits. With this help we have been able to fill practically all requests for exhibits except those from the more remote suburbs which it is best not to undertake on account of gasoline and help shortages.

Mrs. Charlotte Bates has assumed full responsibility for exhibits in the four Euclid schools, as she has for the past two years.

No effort has been made to stimulate new demands and it has not been possible to work intensively with any special school or follow-up work begun under the grant for work with secondary schools. Of course all requests coming from teachers with whom we have worked under the grant have been met. They have been disappointingly few. Several large exhibits involving entire school galleries, walls as well as cases, have been installed at John Adams High School and Monticello Junior High by request of the schools. During Asia Week, observed by the Cleveland Public Schools in January, nine exhibits of Oriental material were placed in schools selected by Mr. Howell and smaller groups of objects lent to thirteen branch libraries. Exhibits have been maintained throughout the year in all branch libraries and institutions customarily served, such as Case School, Fenn College, Mather College, Rainbow Hospital, Bellefaire Orphanage and several settlement houses.

Paintings from the Mary A. Warner Collection and the Educational Lending Collection are constantly on exhibition at Central Y.M.C.A., Fenn College, various departments of W.R.U., and a number of branch libraries and settlement houses. Groups of five to eight were lent to Lakewood Library, Glenville High School, John Hay High School and settlement houses. It has been difficult to keep paintings moving as we would like for lack of help.

In the Junior Museum, set up as the American Indian Gallery for the duration of the war, Drawings by Students in Museum Classes were superimposed, as it were, by using wall boards and a screen, through August, September and October.

In the Educational Corridor Victory Garden Drawings by Free Gallery Classes were exhibited during the Autumn.

There have been no purchases except six pieces of Navaho copper jewelry, especially needed for use with school craft classes, paid for out of a small fund received from insurance.

A list of gifts is appended.

As I have gone about this year it has been gratifying to have so many expressions of appreciation of the Museum service from school principals and librarians.

Ruth Field Ruggles

Gifts were received as follows:

Miss Rose Anderson	1 piece early American hand woven linen
Miss Ada Beckwith	3 stencil prints by herself
Mrs. Benjamin P. Bole	1 set miniature Javanese daggers, in case
Miss Emma Brassington	1 piece silk damask
Mrs. Jacob D. Cox	1 Nativity scene
Mrs. Louise M. Dunn	1 model of a Navaho loom
Mr. Henry S. Francis	2 Japanese prints
Mrs. F.G. Goff	3 pieces Navaho Indian jewelry
Halle Brothers Company	4 pieces craft work by High School Students
Miss Helen Humphreys	4 etchings by Goya, 1 Japanese sword
Miss Lucia McBride	5 Japanese prints, 3 color prints, 1 ceramic animal
Dr. Herbert N. Smith	2 pairs East Indian shoes, 1 east Indian textile
Mrs. Charles J. Stach	sampler, knitting box, lamp, 4 textiles
Miss L. C. Sykora	170 posters (mostly current war subjects)
Mrs. Herman L. Vail	1 piece tapestry, 2 pieces Chinese embroidery
Mrs. Fred R. White	7 pieces Chinese embroidery and weaving
Mrs. Frank C. Wicks	3 pieces Greek embroidery
Mrs. David Warshawsky	1 marionette stage by Helen Joseph
W.P.A. Ohio Art Program	471 prints made by Cleveland artists (Complete set made under W.P.A. Cleveland)
Miss Helen Gilchrist gave \$100 to be used for purchase of material for this Division.	

8

THE CLEVELAND MUSEUM OF ART
Department of Education

To: Curator of Education

From: Supervisor of Club Activities, Marguerite Munger

Subject: Annual Report, 1943

1 - CLUB WORK(club talks, gallery talks, courses, conventions, docent calls, gallery guidance, conferences):

1943	attendance	groups	(attendance	groups	1942)
Jan.	549	19	104	7	
Feb.	454	21	228	16	
Mar.	462	28	259	16	
Apr.	569	21	140	12	
May	470	22	603	27	
June	190	8	45	5	
July	38	7	13	2	
Aug.(vacation, 2 weeks)	1	1	0	0	
Sept.	299	12	136	12	
Oct.	643	26	208	16	
Nov.	311	21	353	20	
Dec. thru 10th	124	6	131	5	
	4100+	183+	(1942: 2200	144)	

II- Talks outside the Museum (included in I):

Jan.	at C. H. Presbyt Church - Care of the Sick	70	\$5.
	at Catholic Federation - Madonnas	125	5.
Feb.	at Noble Rd. Presbyt Ch.-Mod. Inter. Dec.	60	
Mar.	at Blvd. Presbyter. Ch.- Bible Stories	30	
Apr.	at Amer. Pen Women, Higbee Lounge - Inter. Dec.	20	
	at C.H. High School - Spanish Art	50	
	Spanish Art	50	
	at YWCA - Cleveland Artists	30	
	at Geneva Methodist Chur. Latin Amer. Art	75	
	at Cleve. Counc. P.T.A.-CMA Activities	100	
May	at Nela Park - Care of the Sick	45	
	at Kindergarten Training Alumnae, Hotel Cleveland - American Homes	40	
Sept.	at Lkwd. DAR - Indian Art	50	
	at Lkwd. PTA - Care of the Sick	130	
Dec.	at 1st Bapt. Church - Religious Art	30	(1942:
	15 talks	805	(5 talks 145)

This large increase may be due to cancelation of fee for outside talks

III- Gallery Talks (included in I):

Jan.	Severance Collection	91	
Feb.	Road to Victory	60	
Mar.	Severance Collection	33	
Apr.	Art of the Americas	25	
May	May Show Oils	115	
Oct.	Thorne Rooms	100	
	Thorne Rooms	100	
Dec.	English Painting	40	(1942:
	8 talks +	564 +	(5 talks 256)

IV- Gallery Guidance (included in I):

Jan.	24	
	25	
	30	
	30	
	40	
Feb.	20	
	12	
	30	
	15	
4 talks		77
Mar.	15	
	30	
	25	
	20	
4 talks		90
Apr.	20	
	20	
	20	
3 talks		60
May 1 talk	25	25
Dec. 1 talk	30	30
17		

431

431

V - Courses (included in I):

1. Museum Saturday Mornings

Feb.	Care of the Sick	32	
	Food in Art	20	
	Road to Victory	16	
	Latin Amer. Art	16	
4 talks			84
Mar.	Latin Amer. Art	15	
	" " "	20	
	Rousseau Room	20	
	Art of Americas Ex.	21	76
Oct. 14 talks			76
Oct.	Thorne Rooms	50	
1 talk			50

9 talks

210

2. Ophello Club - CMA Art & Exhibitions:

Jan.	20
	24
Feb.	20
	18
	18
Mar.	14
	18
Apr.	18
	20 - \$10. (They take out 3 memberships also)
May	32
Oct. - Our Hobbies	20
	30
Nov.	12
	10
14 talks	274

3. Losia Delphians - Understanding Modern Art

Sept.	12	
	11	
Oct.	11	
	10	
Nov.	10	
	9	
Dec.	12	
7 talks		77

4. Proto Delphians

Mar.	Mod. Art	8	
Apr.		7	
		8	
		8	
May		9	
		8	
Oct.	Thorne	10	
	Survey	12	
Nov.		10	
		10	
Dec.		10	
11 talks		100	

Total of Courses: 41 talks + 661 +

(1942:
(25 talks 441)

VI - Special Exhibitions (included in I):

Severance Coll.	7 talks	226	
Road to Victory	3	82	
Art of Americas	3	77	
May Show	15	356	
Thorne Rooms	29	828	
57 talks +		1569 +	

(1942:
(33 talks 744)

VII-Docent Calls (included in I):

10 calls + 28 + \$1.50 +

(1942:
(5 calls 15 \$1.)

VIII-Conferences (included in I):

26 conferences 37

(1942:
(27 conferences 40)

IX - Conventions (included in I): 50

June	Waterworks Assoc.		
	Elec. Engineers	35	
Sept.	Signal Assoc.	20	
Oct.	Episcopal	100	
Nov.	Dental	10	
5 groups		215 +	

(1942:
(5 groups 92)

X.- Radio Talks (included in I):

July 1 talk

(1942:
(2 talks)

XI - Writing - none

(1942:
(1 article)

XII- Cash Receipts:

2 talks @ \$5.	\$10.00	
Ophello gift	10.00	
1 docent call	1.50	
		\$21.50 +

(1942:
(\$11.00)

XIII - Art Index (not included in I):

Jan.	47 $\frac{1}{2}$ hours
Feb.	1 $\frac{1}{2}$
Mar.	2
Apr.	2
May	1 $\frac{1}{2}$
June	9 $\frac{1}{2}$
Aug.	6 $\frac{1}{2}$
Sept.	3
Oct.	2
Nov.	2
Dec.	2
	<hr/> 79 $\frac{1}{2}$ hours.

(1942: 219 $\frac{3}{4}$ hours)

XIV - Work for the Director (not included in I):

Jan.	11 hours
June	25 $\frac{3}{4}$
July	62
Aug.	61 $\frac{1}{2}$
Sept.	19
Dec.	3 $\frac{1}{2}$
	<hr/> 182 $\frac{1}{2}$ hours

(1942: 192 $\frac{1}{2}$ hours)

Miscellaneous comments:

The total club figures show a great increase, due partly to the increase in general attendance for the whole Museum, and to the popularity of two special exhibitions - Severance and Thorne Rooms.

But another factor in the club statistics is the increase in number of talks given outside C.M.A., probably due to cancelation (early in 1943) of the fee formerly charged for all outside talks. Religious organizations in particular are using this service, and this field might be worth further cultivation. With increasing transportation difficulties, our sending a speaker out may be one way of keeping up our contacts for the duration of the war.

Groups that have been the object of special promotional effort have responded:

Beta Sigma Phi (a business girls' sorority) has been coming ever since Mrs. Dunn and I had their leader, Miss Willard, here for a conference- and luncheon!

PTA's have come, but the number is not really large in relation to the amount of promotional work we have done with their leaders.

We have had regular repeat engagements with classes of student nurses from University and Glenville Hospitals for The Care of the Sick in Art.

The two Delphian chapters mark an increase in the number of groups coming for a planned course. This systematic study, sustained interest, and repeated visits should be advantageous to both club members and the Museum.

Since the club work has been heavier, there has been less time to spend on the Art Index and on work for the Director. (It had been hoped that the revised plans for volunteer work on the Index would bring substantial results, but the contribution has not been great.)

However, as is always the case, this Annual Report does not include work done Dec. 11-31, and that period is devoted mainly to the Index and the Director's work; hence, the total is greater than is indicated by this report.

I hope that in the coming year we can have attractions comparable to the Severance Collection and Thorne Rooms, to keep our 1944 attendance up to the level of 1943.

Respectfully submitted,

Dec. 10, 1943

Supervisor of Club Activities

THE CLEVELAND MUSEUM OF ART
Department of Education

To: Curator of Education
From: Margaret Marcus, Instructor
Subject: Annual Report, 1943

WORK AT THE MUSEUM

Museum Classes,
Courses

During the year I have given seven short courses on six subjects, to approximately 280 Museum Members. Of the subjects, China Mother of Gardens (attendance 28), House Plants (attendance 23), Flowers and Gardens (attendance 31), Wartime Gardens for Use and Beauty (attendance 93, average six; 30 for the movies shown), Latin American Art (attendance 58), Understanding China Yesterday and Today. The single course on Latin American Art conducted on Wednesday evening brought the largest attendance. I recommend that courses of timely interest like the one on China be announced in the newspapers.

Sunday Gallery
Talks

I gave five Sunday gallery talks to 127 persons (off and on). Subjects: Severance Collection: Flower Motives, Oriental Ceramics; The Art of the Americas; The May Show: Flowers; The Art of the Near East.

I recommend camp stools set up at place of talk with a standard announcing subject and time.

Sunday Guidance

I carried out this very interesting assignment on November 14. I found the Rotunda at the entrance to the Garden Court the best place to stand, that to answer questions helpfully I needed a program of all Cleveland events of the day (at Art School, Health Museum, Historical Center, et al), and that I should have had long woolen underwear on.

Staff Talks

Two talks on the Pisanello medals and the Orestes Sarcophagus to an attendance of 30.

Occasional Talks

Four occasional talks to 81 persons.

Old Herbals to the Western Reserve Herb Society

May Show. Caledonia PTA

Latin American Arts. Junior Council of the
Cleveland Latin American Council

Mexican Art. Mather Pan American Club

COLLEGE COURSES

I gave my usual two courses at the College on Tuesday and Thursday mornings through the two College terms.

History and Appreciation of Art
enrollment 43

Art of the Americas (North and South)
enrollment 8

OUTSIDE LECTURES

Twelve outside lectures to about 1100 people on the following subjects:

Telephone Company Lady Pioneers - Chinese Gardens

Alliance Unitarian Church - Latin American Painting

Women's Club of Central Kentucky - Flowers and
Gardens in China

A.A.U.W. Lake Erie College - Latin American Art

Lyndhurst Civic Club - China Yesterday and Today

Cleveland Heights High - Indian Art

Cleveland Heights High - Chinese Art

Fork and Hoe Club - Flower Arrangement

Garden Center - Talk and Judging Flower Show

Ravenna - Judging Flower Show

Cleveland Heights Civic Club - Appreciation of Paintings

Epworth Methodist Church - Chinese Art

OTHER WORK

Latin American Art

I served on the Committee for the Latin American Conference held at Western Reserve University and at the Museum, March 26-27, and was chairman through the year of the art committee of the Latin American Council of Cleveland.

Flowers and Gardens Radio Talks

Two radio talks, one for the Garden Center, on Herbs, one for ourselves on Victory Gardens and posed for my picture digging in the yard.

Writing

Book review and three articles on flower arrangement for the Bulletin of the Garden Center.

Judged three flower shows.

Respectfully submitted,

Margaret Fairbanks Marcus,
Instructor.

THE CLEVELAND MUSEUM OF ART
Department of Education

To: Curator of Education

From: Gertrude Hormung, Instructor for Outside Adult Groups

Subject: Annual Report, 1943

This year the work of the Educational Department with adult club groups has had the fortunate result of almost doubling, not only in the number of groups served, but in attendance over 1942. During the year, there were 134 groups totalling 2844 meeting in the Museum, and 74 groups totalling 5383 attendance outside the building. Of this number, as part of the regular staff assignments, I gave 19 talks to club groups averaging over 20, inside the Museum, and 10 to groups averaging 40 outside the Museum.

In order to increase the number of clubs coming to the Museum for programs, and to foster better public relations with groups meeting outside--especially apprising them of the possibility of using the Museum staff as available for outside appointments--, the following means of communication were used.

1. Direct telephone calls (proved most effective)
2. Correspondence by letter and card
3. Speaker's Bureau promotional talks (used for Thorne Rooms)
4. Radio (Script on work with adult groups for E. Hansen program is an example)
5. Interviews with key people--editors, heads of adult organizations, etc. These are most effective for presenting Museum services.
6. Attendance at meetings of adult organizations, as--Women's Committee of the Cleveland Orchestra, Council on World Affairs, Junior League, Radio Council, etc. This has proved valuable to accomplish one or several purposes at the same time, as--
 - a. To represent the Art Museum
 - b. To present the Art Museum events at business meetings for action by the group--as the City Planning lecture to the Junior League Board meeting
 - c. To get information on public relations of other organizations, as having an opportunity to compare what success other organizations have with different or similar methods used by us in working with adults.

- d. To secure new friends and volunteers for the Art Museum. This is always casual and slow to grow, but is the way to build up supporters, as you know.
7. Sunday afternoon hostessing
Gives an opportunity to study the public we serve, and adds a friendly touch to the usual institutional austerity. (Not as true here as in most Museums.)

Other methods of gaining information about adult groups and their activities were by bringing the club files up to date by daily newspaper clippings, and information gleaned informally other ways, and by assembling classified lists, such as the Federated Club directory, Directory of Women's clubs used by the Plain Dealer, cultural groups, and groups interested in one subject as Russia, China, Photography, etc.

Of interest, is the list of adult groups which the Art Museum serves most frequently, and in greatest numbers---

Within the Museum

Women's Clubs
Delphians
Study Clubs (art)
Miscellaneous single groups

Outside the Museum

Women's Clubs
College Students
Church groups
Business Men and Women
Miscellaneous single groups

It is interesting to note how attendance rises and falls under the influence of special events. From a numerical average monthly attendance of 237 in adult groups, a peak attendance of 494 came in May for the May Show; 455 in July for the Women's City Club outing; and 440 in October, 375 in November for the Thorne Rooms.

Another matter of interest is brought out by an analysis of the subjects requested, presented and best attended by adult groups. From a total of 21 subjects given within the Museum by 9 members of the Educational staff who address adult groups, this is a list of the most popular.

Thorne Rooms
May Show
General Tour
Modern Art
Herbs
Survey of Art
Art in War

Ten other subjects were given only once.

Of 23 subjects presented to outside groups, 11 were given only once.

The most popular were:

Camouflage	
Thorne Rooms	
Art and World Affairs	
Madonnas	
Care of the Sick in Art	
Movies and the War	} once each to large groups
Spanish Art	
Chinese Gardens	

From this a conclusion may be drawn, that a specific list of four or five current and timely subjects, attractively offered to adult groups might arouse interest.

Realizing this is an experimental year, most emphasis was placed on getting club groups into the building, sending speakers out when possible, and endeavoring to improve the quality of Friday and Sunday lecture audiences by cards to special interest groups. These cards were also sent out several times to call special attention to certain courses.

The experiment with lecture audiences has been a gamble so far. The quality of the audience for Joseph Hudnut's lecture on City Planning was good, some architects and members of the City Planning Commission being present, but the lecture was disappointing. For Madame Nadajena, the quality of the audience was fair, but the attendance small; the talk hard to follow due to her accent and tone, but priceless in content, as were the slides.

Undoubtedly this method improves attendance in other organizations, and as we improve our lists, text on cards and general technique, we may hope for better results. Assistance and closer cooperation with the publicity department, in order to coordinate our efforts might be helpful. In fact, the functions of public relations and promotional work complement and parallel publicity in so many respects, that it might prove useful to make an evaluating study to improve and integrate these similar functions.

There is a detailed analysis of this work with adult groups on file in the Educational Office for your reference and suggestion. This includes statistics of all appointments, conclusions drawn from the figures and suggestions and ideas for further development.

Respectfully submitted,

Gertrude Hornung,
Instructor for Outside Adult Groups.

Return to Mrs Brown

1943
11

THE CLEVELAND MUSEUM OF ART
Department of Education
Annual Report
1943

Attendance Sheet

ADULTS

	<u>Groups</u>	<u>Attend.</u>	<u>Groups</u>	<u>Attend.</u>
Auditorium Lectures:				
Public Lectures	60	10942		
Sunday Lectures	<u>27</u>	<u>6082</u>	87	17024
Sunday Gallery Talks	37	1862		
Sunday Radio-Phonograph Program	<u>49</u>	<u>3726</u>	86	5588
Adult Groups	461	8298		
Adult Groups (self-conducted)	<u>49</u>	<u>1649</u>		
Staff Meetings	<u>44</u>	<u>855</u>	<u>554</u>	<u>10802</u>
Total adults for Department in Museum			727	33414
Total adults for Department outside Museum			<u>218</u>	<u>9254</u>
TOTAL ADULTS			945	42668

CHILDREN

Saturday Classes:							
Members' Classes				179	4436		
Open Drawing Classes (non-mem.)				254	7468		
Advanced Drawing Classes				<u>71</u>	<u>1108</u>	504	13012
Summer Classes						96	2847
Saturday P.M. Entertainments						29	6365
School Classes:	<u>Senior</u>	<u>Junior</u>	<u>Elem.</u>				
Museum Staff	27-783	17-420	264-7016	308	8219		
Self-conducted	29-1237	13-1525	45- 973	87	3735		
Pub. Sch. Staff	<u>43-1230</u>	<u>42-1190</u>	<u>61-2252</u>	<u>146</u>	<u>4672</u>		
	99-3250	72-3135	370-10241			<u>541</u>	<u>16626</u>
						1170	38850
Outside Groups of Children							
Museum Staff	310- 9036	70- 2697	1059-27291	1439	39024		
Museum (s.c.p.)*	145- 4098	96- 2947	88- 2368	329	9413		
Pub. Sch. Staff	<u>385-11764</u>	<u>310-12183</u>	<u>284-11838</u>	<u>979</u>	<u>35785</u>		
	840-24898	476-17827	1431-41497			2747	84222
Total children for Department in Museum				1170	38850		
Total children for Department outside Museum				<u>2747</u>	<u>84222</u>		
TOTAL CHILDREN						3917	123072
GRAND TOTAL, ADULTS AND CHILDREN						4862	165740

*"self-conducted prepared": talks prepared by
Museum staff but given in schools by regular
class room teachers.

Total adults and children for Department <u>in Museum</u>	1897	72264
Total adults and children for Department <u>outside Museum</u>	2965	93476
	<hr/>	<hr/>
GRAND TOTAL FOR DEPARTMENT (adults and children)	4862	165740

Division of Circulating Exhibits:

Exhibits placed in cases	726
Individual Objects	3171
Framed Paintings and Prints	79
Posters	179
Special Gallery Exhibits	10

File

12

THE CLEVELAND MUSEUM OF ART
Department of Education
Annual Report
1943

PUBLICATIONS

Thomas Mamro

Art Museums and World Unity

(in the Bulletin of the Cleveland Museum of Art, February, 1943)
(Reprinted in National Theatre Conference Quarterly Bulletin,
Vol. 5, no. 2 (?), Spring, 1943)

What is Art?

(Bulletin of the Cleveland Museum of Art, October, 1943)

Children's Art Abilities: Studies at the Cleveland Museum of Art

With Betty Lark-Morovitz and Edward N. Barnhart. (In the
Journal of Experimental Education, Vol. XI, no. 2, December, 1942)

Form in the Arts: An Outline for Descriptive Analysis

(The Journal of Aesthetics and Art Criticism, Vol. 2, no. 8,
Fall, 1943)

Three Objectives for Art Education

(Art in Education, presented by the New Jersey Art Education
Association, Autumn, 1943)

Katharine G. Wicks

Her Weight in Silver, An American Folk Tale

(Children's Page, The Cleveland Press, April 16)

They Traded Christmas

(Children's Page, The Cleveland Press, December 24)

I work in a Museum in War Time

(The Studio, January, 1943)

Box Bells

(Longmans, Green Company, October Release)

Dorothy Van Loosen

The High School Studies Primitive Art

With Dorothy Bulkley

(School Arts Magazine, November)

Viola S. Wike

Art in Children Literature for 1943

(article for the Book Edition, 1943, The Cleveland News)

Milton S. Fox

Camouflage, Theory and Practice: A Summary

(Art and War-Time Publications, published by the CMA and the Art Department, Cleveland Board of Education, January, 1943, mimeographed)

(Reprinted in part in Design, Vol. 44, no. 9, May, 1943)

(Reprinted in part in School Arts Magazine, Vol. 43, no. 1, September, 1943)

Cleveland Trial Sectional Smokeouts,

(Published by the Camouflage Committee and the CMA, May, 1943. Mimeographed. Restricted circulation)

The Present Crisis and the Museum

(Teachers College Art Annual, Art Education Today, for 1943. Columbia University)

Margaret Fairbanks Marcus

Flower Arrangement

(Bulletin of the Garden Center)

Herbs

(Bulletin of the Garden Center)

Flower Equipment

(Bulletin of the Garden Center)

Book Review on Flower Arrangement

(Bulletin of the Garden Center)

THE CLEVELAND MUSEUM OF ART

OUTDOOR SKETCHING CLASSES

Statistics of 1943

Tuesday	June 15	5	141		
Wednesday	June 16	3	76		
Thursday	June 17	5	167		
Friday	June 18	3	74		
				16	458
Tuesday	June 22	5	187		
Wednesday	June 23	3	83		
Thursday	June 24	5	178		
Friday	June 25	3	94		
				16	542
Tuesday	June 29	5	183		
Wednesday	June 30	3	76		
Thursday	July 1	5	171		
Friday	July 2	3	81		
				16	511
Tuesday	July 6	5	151		
Wednesday	July 7	3	78		
Thursday	July 8	5	168		
Friday	July 9	3	75		
				16	472
Tuesday	July 13	5	146		
Wednesday	July 14	3	73		
Thursday	July 15	5	151		
Friday	July 16	3	71		
				16	441
Tuesday	July 20	5	144		
Wednesday	July 21	3	73		
Thursday	July 22	5	137		
Friday	July 23	3	69		
				16	423
				96	2847

THE CLEVELAND MUSEUM OF ART
SUMMER OUTDOOR SKETCHING CLASSES

1943

Schools Represented: Cleveland

1. Benjamin Franklin	7	31. Sowinski	2
2. Miles Standish	10	32. Boulevard	3
3. Murray Hill	2	33. Dike	1
4. Rickoff	3	34. Woodland	2
5. Rosedale	20	35. Dawning	1
6. Hazeldell	17	36. Washington Park	1
7. Robert Fulton	3	37. Chesterfield	1
8. Dunham	2	38. Alexander G. Bell	1
9. Oliver Wendell Holmes	3	39. Patrick Henry	8
10. Nottingham	1	40. Kennard	3
11. Columbia	5	41. Wilbur Wright	3
12. Madison	1	42. Nathan Hale	2
13. Gilbert	3	43. Rawlings	1
14. Beehive	1	44. Empire	5
15. Mt. Pleasant	2	45. Alexander Hamilton	3
16. Wade Park	8	46. Myron T. Herrick	1
17. Doan	4	47. Addison	6
18. Harvey Rice	1	48. O. H. Perry	1
19. Euclid Park	3	49. Collinwood	2
20. Parkwood	9	50. Jane Addams	1
21. Milford	1	51. Glenville	2
22. Hough	6	52. Warner	1
23. Moses Cleveland	5	53. Giddings	1
24. Anthony Wayne	1	54. Thomas Jefferson	1
25. Denison	3	55. William Cullen Bryant	2
26. East Madison	2	56. Bolton	3
27. Lafayette	3	57. Observation	2
28. Fruitland	2	58. John Hay	1
29. Stanard	2	59. Fairmount	2
30. Kinsman	3	60. Washington Irving	1

Schools Represented: Cleveland Heights

1. Taylor	10	7. Fairfax	2
2. Noble	3	8. Oxford	1
3. Boulevard	4	9. Roosevelt Junior	4
4. Roxboro Junior	7	10. Monticello Junior	4
5. Coventry	8	11. Cleveland Heights High	1
6. Canterbury	5		

Schools Represented: East Cleveland

1. Caledonia	1	3. Kirk	6
2. Chambers	6	4. Shaw	2

THE CLEVELAND MUSEUM OF ART

Department of Education
Publicity Summary of Each Class
July 1, 1943

Class: 5 and 6 Years

Teacher: Mildred Eynon

	TOTALS Tuesday and Thursday	TOTALS Wednesday and Friday
1. Museum Saturday Classes	7	
2. School	2	
3. Church	0	
4. Library	1	
5. Newspaper	3	
6. Radio	0	
7. Friends or relatives	6	
8. Any other sources	1	

8—didn't learn about it from anyone.

THE CLEVELAND MUSEUM OF ART

Department of Education

Publicity Summary of Each Class
July 1, 1943

Class; 7 and 8 Years

Teacher: Rita Myers

	TOTALS Tuesday and Thursday	TOTALS Wednesday and Friday
1. Museum Saturday Classes	10	
2. School	3	
3. Church	0	
4. Library	1	
5. Newspaper	3	
6. Radio	1	
7. Friends or relatives	18	
8. Any other sources (called Museum)	1	

THE CLEVELAND MUSEUM OF ART

Department of Education

Publicity Summary of Each Class
July 1, 1943

Class: 9 and 13 Years

Teacher: Dorothy Van Loozen

	TOTALS Tuesday and Thursday	TOTALS Wednesday and Friday
1. Museum Saturday Classes	8	7
2. School	* 12	7
3. Church	0	0
4. Library	0	0
5. Newspaper	4	5
6. Radio	0	0
7. Friends or relatives	10	11
8. Any other sources	0	(Girl Scout Troop) 1
	9 Year Class	13 Year Class

* Christ the King - Sister Marie De Chantel - 4th Grade

THE CLEVELAND MUSEUM OF ART

Department of Education

Publicity Summary of Each Class
July 1, 1943

Class: 10 and 12 Years

Teacher: Viola Wike

	TOTALS Tuesday and Thursday	TOTALS Wednesday and Friday
1. Museum Saturday Classes	5	12
2. School (4-Christ the King)	6	8
3. Church	0	0
4. Library	1 1	0
5. Newspaper	* 7	2
6. Radio	0	0
7. Friends or relatives	7	6
8. Any other sources (telephone)	2	(1-telephone; 5-Scouts) 6
	10 Year Class	12 Year Class

1 Harvey Rice Library

* Press

THE CLEVELAND MUSEUM OF ART

Department of Education

Publicity Summary of Each Class
July 1, 1943

Class: 11 Years, 14 and over

Teacher: Price Chamberlin

	TOTALS Tuesday and Thursday	TOTALS Wednesday and Friday
1. Museum Saturday Classes	4	2
2. School	5	2
3. Church	0	0
4. Library	0	0
5. Newspaper	6	4
6. Radio	0	1
7. Friends or relatives	18	8
8. Any other sources	4	3
	11 Year Class	14 Year and Over